

## TREE TRIMMER SUPERVISOR

### DEFINITION

To plan, organize, supervise and participate the work of field crews engaged in tree planting, trimming, maintenance, and removal; and to perform a variety of technical tasks relative to assigned area of responsibility.

### DISTINGUISHING CHARACTERISTICS

The Supervisor level recognizes positions that perform full, first-line supervisory responsibilities including planning, assigning and evaluating the work of subordinates and are responsible for work unit within a section or department.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Arborist.

Exercise direct supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Plan, assign, supervise and review the work of staff involved in tree trimming services; create daily work schedules and distribute work orders to crews; evaluate and prioritize service requests

Inspect trees for possible diseases, growth problems, pests, damage and structural problems to determine extent of work required.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Maintain work time, equipment, supply and material records; estimate labor and material costs for work to be performed make reports of work performed; inspect work in progress; assist crews in resolving difficult work problems.

Instruct subordinates in work techniques, use of equipment, and safety precautions and requirements.

Inspect work of private contractors engaged in tree maintenance operations for the City.

Assist in budget preparation and administration; oversee the acquisition and purchase of supplies and materials.

Review work orders and inspect sites where work is to be performed; estimate time, cost, labor, equipment and material needs; assign personnel and order necessary equipment and materials; discuss job details with subordinates to ensure conformity with work orders and specifications.

Investigate complaints from the public concerning problems with City trees requiring pruning or removal; recommend corrective action as necessary to resolve complaints; answer questions and provide information to the public.

Fill in on work crews when need and perform tree trimming and other tasks not requiring a two person crew.

Operate City vehicles skillfully and safely.

Build and maintain positive working relationships with co-workers, other city employees and the public using principles of good customer service.

Performed related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Principles and practices of tree trimming and tree maintenance work.

Equipment, tools and materials used in tree trimming.

Tree trimming techniques and their proper applications including rope knots used in tree climbing.

Principles and practices of supervision, training and performance evaluations.

Principles of budget monitoring.

Pertinent local, State and Federal laws, ordinances and rules.

Safe work methods and safety regulations pertaining to the work, including safety requirement for working along streets..

Computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Organize, implement and direct tree trimming activities.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of budget.

Develop and recommend policies and procedures related to assigned operations.

Train, motivate, and evaluate assigned staff.

Operate tools and equipment skillfully and safely.

Keep work related records and prepare reports using a computer.

Operate City vehicles observing legal and defensive driving practices.

Make sound judgments and decision within established guidelines.

Respond to emergency situations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible journey level experience in tree trimming, including one year of supervisory or lead responsibility.

Training:

Equivalent to the completion of the twelfth grade supplemented by training in conflict resolution, leadership or a related area. College coursework in ornamental horticulture or a closely related field is desirable.

License or Certificate

Possession of, or ability to obtain a valid California driver's license

PHYSICAL DEMANDS

On a continuous basis, sit, stand, bend, climb ladders (up to 30 feet), stoop, kneel, crouch, crawl and twist for varying periods in the course of work; use hands and fingers to grasp tools; make repetitive hand and body motions; twist and reach below and above shoulder; physically climb trees and/or work at a considerable height above the ground; walk and work on uneven surfaces; lift or carry objects weighing up to 100 pounds with assistance or equipment; work in a bucket up to 52 feet in the air; communicate with co-workers using a two-way radio and hand signals; use telephone, and write or use a keyboard to communicate through written means; see in the normal vision range with or without correction to read computer screen, blueprints, and drafting plans; hear in the normal range with or without correction.

WORK ENVIRONMENT:

Work is performed indoors and out doors; when indoors in an office environment in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level; when outdoors, is with exposure to a variety of weather conditions; fieldwork requires working occasionally at unprotected heights around moving tools; Some work is required with exposure to moderate to heavy traffic noise levels. Frequent exposure to high levels of noise when working with tree trimming equipment. Periodic exposure of herbicides, pesticides and fungicides for plant and pest control is necessary in the course of work.

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